



LOS ANGELES UNIFIED SCHOOL DISTRICT

Today's Learners, Tomorrow's Leaders

COORDINATOR, TRANSITION SERVICES

Under the supervision of the Coordinator, Behavior and Transition/LRE support, the duties include but are not limited to:

Duties and Responsibilities:

- Provide leadership, supervision, technical direction, and support to transition services personnel
- Participate as a member of the District Office of Transition Services leadership team
- Develop and deliver effective professional development district-wide in the areas of secondary instruction and transition
- Provide direction and support in connecting standards-based instruction, behavior support, and transition services
- Coordinate transition services provided through classroom instruction, related services, community experiences, and other District offices
- Negotiate linkages with community-based service systems necessary to meet transition goals for students with disabilities who present with a variety of developmental strength and needs
- Develop, implement, and monitor transition programs that result in higher levels of post-secondary independence and employability
- Develop and maintain effective collaborative interagency agreements which benefit transition services for students with disabilities
- Identify data requirements for monitoring progress of outcomes related to transition planning and service delivery for inclusion
- Use data to analyze trends in employment, other adult services, and related areas which have implications for transition planning and service delivery for District students
- Provide other functions as necessary to achieve and maintain compliance with mandated transition requirements of the law for students with disabilities 14 and older

SALARY: 40G, TEMPORARY ADVISER (0515) – B BASIS (\$77,259 TO \$96,223) – 221 PAID DAYS

Minimum Requirements:

(All minimum requirements must be met on or before the filing deadline. It is the responsibility of the applicant to ensure that documentation of minimum requirements is on file with the Human Resources Administrative Selection and Assignments Unit. For information on submitting your documentation, please call (213) 241-6886.)

- Eight years of successful full-time public service in a certificated position (no fewer than three years working in programs for students with disabilities), with at least two years in a management position
- California Administrative Services Credential
- A valid Special Education Teaching Credential
- An earned Master's degree
- Completion of required Multicultural and Master Plan requirements*
- Ability to travel to sites throughout the District

**Out-of-District candidates have one year to complete this requirement*

Desired Qualifications:

- Knowledge and experience in transition assessment, Individual Transition Plan development, and legal requirements for transition services
- Experience in both general and special education settings
- Experience in direct supervision of staff
- Demonstrated leadership ability in collaboration and professional development
- Experience with interagency collaboration
- Experience with grant/contract development and implementation
- Demonstrated ability in implementing transition plans successfully
- Strong professional development skills and experience
- Strong organizational, written, and oral communication skills

DEADLINE: NOVEMBER 13, 2009 – 5:00 P.M.

FAXED MATERIAL WILL NOT BE ACCEPTED

Application Procedures:

To be considered for this position, applicants must submit a resume (including employee number if a current employee), a letter setting forth the reasons they consider themselves qualified for this specific position, and the names and contact information for three confidential references, including current immediate supervisor. Applicants are advised that meeting the minimum requirements does not assure an invitation to interview.

Submit materials to:

Division of Special Education
Attn: Geri Fuchigami, Coordinator
333 South Beaudry Avenue, 17th Floor
Los Angeles, CA 90017
(213) 241-8050

The Los Angeles Unified School District intends that all qualified persons shall have opportunities for employment and promotion.